

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.
LI 45-11

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LOGISTICS
5 July 1968

SUBJECT : Space Acquisition and Building Maintenance

REFERENCE :

25X1A

RESCISSION: LI 45-8-3 revised 21 January 1964

1. GENERAL

25X1A

This Instruction implements and sets forth responsibilities and procedures pertaining to the acquisition of space, building alterations and repairs, and related services by Office of Logistics components in the Metropolitan Washington area.

2. RESPONSIBILITIES

25X1A

- a. The Executive Officer is responsible for the acquisition of space, alterations, major repairs, and other services described in for the Office of Logistics.
- b. Chiefs of staffs and divisions shall be responsible within their jurisdiction for initiating requests for space, alterations, repairs, and other services described in the reference. Chiefs of staffs and divisions are also responsible for keeping to the absolute minimum requests for services that require reimbursement to GSA and other contractors, such as partition changes, telephone moves, installation or movement of electrical outlets, and map and picture framing. If alternate officers are designated by chiefs of staffs or divisions, their names will be submitted in writing to the Executive Officer.
- c. All Office of Logistics components shall be responsible for continuing surveys to effect efficient and economical space utilization.

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GROUP 1 Excluded from automatic downgrading and declassification


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3. PROCEDURE

- a. Requests for minor building maintenance will be made by authorized officials, or their designated alternates (as specified in 2b above), to the Space Allocation and Facilities Branch, Logistics Services Division. Minor maintenance problems include replacement of electric light bulbs, leaking radiators, termites, plumbing, and venetian blinds repair.
- b. Requests for space alterations including the installation, removal or relocation of partitions should be explained in detail including the need for the alteration. The Logistics Services Division will furnish assistance in the planning of office layouts and telephone systems. Requests for alterations, major repairs and maintenance originating in the Office of Logistics will be forwarded to the Executive Officer. Form 2620, Request for Logistics Services, may be used for submission of the above requests; the use of the form is optional.


GEORGE E. MELOON
Director of Logistics

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